

PART IV - SECTION L
INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS

**L.1 AMS 3.1-1 CLAUSES AND PROVISIONS INCORPORATED BY
REFERENCE
(DECEMBER 2005)**

This screening information request (SIR) or contract, as applicable, incorporates by reference one or more provisions or clauses listed below with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available, or Offerors and contractors may obtain the full text via Internet at: <http://fast.faa.gov> (on this web page, select "Contract Writing/Clauses").

(End of provision)

- 3.1.7-4 Organizational Conflict of Interest SIR Provision – Short form (Mar 2006)
- 3.2.2.3-1 False Statements in Offers (July 2004)
- 3.2.2.3-3 Affiliated Offerors (July 2004)
- 3.2.2.3-6 Submittals in the English Language (July 2004)
- 3.2.2.3-7 Submittals in US Currency (July 2004)
- 3.2.2.3-11 Unnecessarily Elaborate Submittals (July 2004)
- 3.2.2.3-12 Amendments to Screening Information Requests (July 2004)
- 3.2.2.3-13 Submission of Information/Documentation/Offer (July 2004)
- 3.2.2.3-14 Late Submissions, Modifications, and Withdrawals of Submittals (July 2004)
- 3.2.2.3-16 Restricting, Disclosing and Using Data (July 2004)
- 3.2.2.3-17 Preparing Offers (July 2004)
- 3.2.2.3-18 Prospective Offeror's Requests for Explanation (July 2004)
- 3.2.2.3-19 Contract Award (July 2004)
- 3.2.2.3-20 Electronic Offers (July 2004)
- 3.13-4 Contractor Identification Number--Data Universal Numbering System (DUNS) Number (April 2006)

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L.2 PROJECTED MILESTONE SCHEDULE

The following represents the projected procurement milestone schedule as of the release date of the SIR. This schedule is for planning purposes only and is subject to change.

Release SIR	Date: July 22, 2009
Receipt of Offerors Questions	Date: August 13, 2009
Response to Offerors Questions	Date: August 19, 2009
Receipt of Proposals	Date: September 2, 2009

L.3 TIME, DATE, PLACE, AND SUBMISSION OF PROPOSALS

L.3.1 Mailing/Delivery Address -- Proposals must be mailed, hand-carried, delivered by courier or Express Mail to the Contracting Officer at the following address:

Federal Aviation Administration
ATTN: Elisa Brown, Contracting Officer, AJA-48
Room 408W
800 Independence Avenue, S.W.
Washington, D.C. 20591

L.3.2 Questions -- Any questions or clarification concerning any aspect of the SIR must be prepared in writing and submitted to the referenced Contracting Officer above. Questions must make reference to the applicable section of the SIR. Offerors questions and the responses by the Government may form the basis of an amendment to the SIR.

During the period from issuance of the SIR through receipt of the Offeror's proposals, questions must be submitted to the Contracting Officer in writing not later than 3:30 p.m. EST on August 5, 2009. Questions may also be sent electronically via e-mail to the following e-mail address: Elisa.Brown@FAA.GOV. Telephonic questions will not be accepted.

L.3.3. Time and Date -- Proposals must be received by the Contracting Officer cited above at the above location no later than 3:00 pm Eastern Standard Time on September 2, 2009.

L.3.4 Signed Originals -- One copy of the proposal must contain the signed original of all documents requiring signature by the Offeror. Use of reproductions of signed originals is authorized for all other copies of the proposal.

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L.3.5 Proposal Submission -- Offerors assume the full responsibility of ensuring that proposals are received at the place and by the date and time specified above.

L.4 MINIMUM QUALIFICATION REQUIREMENTS

To be eligible to compete for this procurement, and be considered for award, the Offeror must meet all of the minimum requirements as follows:

- (a) A minimum of five (5) years of experience of similar scope to this effort as an operating business entity providing IT services, IT help desk, and IT first level engineering solutions for mission essential systems.
- (b) A minimum of five (5) years of experience of similar scope to this effort in providing staff management, administrative and operational support to a minimum of five (5) geographically separated locations.

The Offeror is required to submit a brief summary (no more than two pages) that clearly demonstrates that the Offeror has met all of the minimum qualification requirements.

If the FAA determines that an Offeror does not meet all of the minimum requirements, the Offeror will be ineligible for award, and the FAA will eliminate the proposal from consideration.

L.5 OFFEROR ACCEPTANCE PERIOD

The minimum offer acceptance period is 180 calendar days after the required date for receipt of offers.

L.6 NUMBER OF AWARDS

Only one award will result from this Screening Information Request (SIR). The FAA also reserves the right not to award a contract.

L.7 EXPENSES RELATED TO OFFEROR SUBMISSIONS

This SIR does not commit the Government to pay any costs incurred in the submission of any proposal or in making necessary studies or designs for the preparation thereof or to acquire or contract for any services.

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L.8 RESPONSIBLE PROSPECTIVE CONTRACTORS

Notwithstanding the evaluation methodology outlined in this SIR, an Offeror must also be found responsible by the Contracting Officer prior to the award of any resultant contract. As a minimum, to be determined responsible a prospective contractor must:

- Have adequate financial resources to perform the contract, or the ability to obtain
- them;
- The Offeror's accounting system must be adequate for determining costs applicable to this requirement;
- Be able to comply with the required and proposed delivery or performance
- schedule, taking into consideration all other commercial and Government
- business commitments;
- Have a satisfactory record of integrity and business ethics;
- Have a satisfactory performance record;
- Have the necessary organization, experience, accounting and operational
- controls, or the ability to obtain them;
- Be otherwise qualified and eligible to receive an award under applicable laws and
- Regulations;

L.9 DISCUSSIONS WITH OFFERORS

L.9.1 Communication with potential Offerors may take place throughout the source selection process. The purpose of communications is to ensure there are mutual understandings between FAA and the Offerors on all aspects of the procurement. Information disclosed as a result of oral or written communication with an Offeror may be considered in the evaluation of an Offeror's submittal(s).

L.9.2 To ensure that Offerors fully understand the intent of the SIR (and FAA's needs stated therein), the FAA may hold one-on-one meetings with individual Offerors as it pertains to their Offer. One-on-one communications may continue throughout the process, as required, or at the FAA's discretion. Communications with one Offeror may not necessitate communications with other Offerors. In accordance with FAAAMS policy, the FAA reserves the right to conduct discussions with specific Offerors only, or with all Offerors, or with some Offerors or no Offerors, as circumstances warrant. Therefore, Offerors should include their best terms with their initial offer

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L.10 COMPLIANCE WITH INSTRUCTIONS

When evaluating an Offeror's capability to perform the prospective contract, the FAA will also consider compliance with these instructions included in the SIR. The FAA will consider an Offeror's noncompliance with any instructions as indicative of conduct the FAA may expect from the Offeror during contract performance.

L.11 OFFEROR STATEMENTS

Offerors are cautioned as to the veracity of statements, promises or offers made during the written or oral presentation portion of the evaluation. The FAA reserves the right to contractually invoke any statements, promises, or offers of any kind made during the evaluation process through the creation of one or more Section H clauses in order to bind the Offeror to any specific representation made to the FAA.

L.12 SOURCE SELECTION PROCESS

L.12.1 During the evaluation process, the FAA will evaluate each Offeror's capability to perform the effort required by Section C of this SIR, as evaluated by the following:

- (a) Formal evaluation of the Offeror's Technical Proposal for approach and understand as well as risk inherent in the proposal, and
- (b) Formal evaluation of the Offerors' Business and Management proposal for approach and understand as well as risk inherent in the proposal, and
- (c) Formal Evaluation of the Offerors' Past Performance on contracts of a similar nature. Information will be obtained from Questionnaires supplied by the FAA, that the Offeror will submit to respective references, as well as other legitimate and knowledgeable Government and/or Industry sources, and
- (d) Formal evaluation of the Price Proposals and Financial Information, and
- (e) Formal review of the Offerors' Subcontracting Plan, if applicable

L.12.2 If, at any point during the evaluation, the FAA concludes based on information submitted by an Offeror orally or in writing, that the Offeror does not have a reasonable chance of receiving the award, that Offeror will be rendered no longer eligible for award and will be eliminated from further consideration. Any Offeror eliminated from further consideration will be officially notified in writing.

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L.13 GENERAL SIR INSTRUCTION

L.13.1 Replies to this SIR must follow the outlines and instructions concerning format given in this paragraph, as well as other paragraphs of Section L.

L.13.2 Offerors must submit factual and concise written information as requested in the SIR, and substantiated price data to provide a basis for sound evaluation by the FAA. Proposals should be specific enough to provide the FAA evaluators with enough information to be able to judge the technical ability of the Offeror to conduct this requirement. Proposals that merely offer to conduct a program in accordance with the FAA's requirements as described under the SOW, will be considered unacceptable, as will those proposals that merely

paraphrase Section C of the SIR, or which use nonspecific phrases such as "in accordance with standard procedures" or "well known techniques".

L.13.3 Omission of or a sketchy response to the requirements of this solicitation may render a proposal incomplete as it relates to the requirements of the solicitation, and therefore may cause it to be found unacceptable for further consideration.

L.14 SPECIFIC SIR INSTRUCTIONS

L.14.1 SUBMISSION OF OFFER AND OTHER INFORMATION

In response to this SIR, each Offeror must submit each item listed in L.14.2 "Proposal Organization".

- (1) Submit Volume I, "Offer and Other Documents" as addressed in L.14.2.
- (2) Submit Volume II "Technical Proposal" as addressed in L.14.2.
- (3) Submit Volume III "Business and Management Proposal" as addressed in L.14.2
- (4) Submit Volume IV "Past Performance Proposal" as addressed in L.14.2
- (5) Submit Volume V "Price Proposal" as addressed in L.14.2.

The Offeror need not repeat information which is required in response to two or more proposal requirements, but should present such information in detail in the section where it contributes most critically to the discussion of the requirement. In other sections, the Offeror should refer to the initial discussion and identify its locations by reference to the appropriate section and page number.

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L.14.2 PROPOSAL ORGANIZATION

The Offeror's proposal submission must consist of Volume 1 - Offer and Other Documents, Volume II - Technical Proposal, Volume III - Business and Management Proposal, and Volume V - Price Proposal. The volumes should be organized as follows:

VOLUME	DESCRIPTION	NO. COPIES
VOL.I	OFFER AND OTHER DOCUMENTS	ORIG. + 1
Section		
A	Table of Contents	
B	SIR SECTION A, Solicitation, Offer and Award -- Signed	
C	SIR SECTION B, Supplies or Services And Prices/Cost - Complete	
D	SIR SECTION K, Representation, Certifications and Other Statement of Offerors -- Signed	
E	Subcontracting Plan	
F	Business Declaration Form	
VOL.II	TECHNICAL PROPOSAL	ORIG. + 3
Section		
A	Technical Approach for Program and Operations	
B	Technical Approach for Transition of Legacy NAIMES Systems	
VOL. III	BUSINESS/MANAGEMENT PROPOSAL	ORIG + 3
Section		
A	Resumes	
B	Program Management Plan	
C	Transition Plan	
VOL. IV	PAST PERFORMANCE PROPOSAL	ORIG + 3
VOL. V	PRICE PROPOSAL	ORIG + 3

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L.14.3 WRITTEN PROPOSAL PRESENTATION

L.14.3.1 Binding and Labeling A binder cover sheet must be affixed to each volume, which clearly identified each volume, volume number, original or copy number (i.e. copy 1 of 4), solicitation number and identification, and Offeror's name. The name of the Offeror must only be included on the "Table of Contents" page of each volume, if applicable. All other pages must not contain any information which identifies the Offeror, such as company name, address, or logo. Copy number shall appear on the edge of the binder to allow for rapid accountability when placed in a vertical position in a storage cabinet. If material for a volume requires more than one book, then that volume must be labeled with the name and number of the volume and book number, if any, i.e., Technical Proposal, Volume 2, Book 1 of 2.

L.14.3.2 Indexing - The indexing must be used to identify all proposed sections. Each volume must be organized such that an extensive search of the proposal is not necessary for its review. Information not in its appropriate section and not appropriately referenced may be assumed to have been omitted.

L.14.3.3 Page Size, Typing, Spacing, Page Numbering and Page Limits

L.14.3.3.1 Page size must be 8-1/2 by 11 inches. The proposal pages except for briefing charts, may be printed on both sides of plain white bond paper with each side enumerated for page count. The type size must not be less than 12 point with a space and a half between lines. When both sides of a sheet of paper contain material, it will be counted as two pages.

L.14.3.3.2 Each section within a volume must be sequentially numbered.

L.14.3.3.3 The page Limits for Volume II - Technical Proposal is 75 pages,

L.14.3.3.4 The page limit for Volume III - Business Management Proposal is 75 pages.

L.14.3.3.5 There is no page limit for Volume IV – Past Performance.

L.14.3.3.6 There is no page limit for Volume V – Price Proposal.

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L.15 VOLUME I, OFFER AND OTHER DOCUMENTS

L.15.1 Consists of and must include the following:

L.15.1.1 **Section A - Table of Contents** - Each Offeror must provide within this volume a table of contents depicting what is contained in each of the four volumes submitted in the Offeror's proposal as well as a listing of all acronyms used.

L.15.1.2 **Section B - Solicitation/Contract Form** - "Solicitation, Offer, and Award" with blocks 13 through 18 must be completed by the Offeror. The representative who signs this form must be authorized to contractually bind the company making the proposal. In the block with its name and address, the Offeror should supply the Contractor Establishment Code applicable to that name and address, if known to the Offeror.

L.15.1.3 **Section C - SIR Section B Supplies or Services and Prices/Cost:** The Offeror must complete the pricing for the services as identified in Section B of the contract. The Offeror must submit prices/CLIN as required in Section B.

L.15.1.4 **Section D - SIR Section K - Representations, Certifications and Other Statements of Offerors.** The Offeror must complete all Representations, Certifications and Other Statements included in Section K of the SIR.

L.15.1.5 **Section E – Subcontracting Plan.** The Offeror, if not a Small Business, must provide a Subcontracting Plan that describes Offeror's subcontracting goals and commitment to assuring that Small, Small-Disadvantaged and Women-Owned and Service-Disabled Veteran Owned Small Business Subcontracting Plan concerns are provided the maximum practicable opportunity to participate in this procurement. (See Section H-13 of the SIR for the goals percentages.

L.15.1.5 **Section F – Business Declaration Form.** The Offeror must complete the Business Declaration Form included in Section L, Attachment L-1.

L.15.2 The completion and submission to the FAA of the above items will constitute an offer and will indicate the Offeror's unconditional assent to the terms and conditions in this SIR and in any attachments hereto.

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L.16 VOLUME II - TECHNICAL PROPOSAL

The Technical Proposal, Volume II, will consist of the following:

Technical Approach

The Offeror must provide evidence that work will be accomplished as required and on schedule, utilizing all available resources. Simply stating that an Offeror understands and must comply with the specifications, or paraphrasing the specifications is inadequate as are phrases such as: "Standard procedures will be employed" and "Well-known techniques will be used."

L.16.1 Section A Transition Of Legacy NAIMES Systems

The Offerer must describe their technical solution for providing In-Service Management of the legacy NAIMES systems. The solution describe must address the following:

1. Evaluation of the legacy NAIMES systems that will be managed
2. Transition and Operations risks
3. Candidate performance measurements and anticipated targets
4. Technical approach to achieving ISO certification or recommendation to follow a more suitable best-practices methodology for IT systems management
5. Technical procedures used to develop proficiency in legacy systems
6. Identification of technical assistance required from the incumbent NAIMES contractor to assist with a successful transition
7. Technical documentation to be requested or generated to ensure a successful transition
8. Analysis of compliance issues such as security, availability, safety and CM that might affect the orderly transition and continued operations of the NAIMES II systems.
9. Estimated additional equipment, software and other supplies required to successfully complete the Requirement. The Offerer must identify manufacturer, item description and estimated price for materials identified.
10. Technical contract/tasking issues requiring clarification. Discuss issues and uncertainties that require further clarification

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L.16.2 Section B: Program and Operations

The Offerer must describe their technical solution for meeting contract objectives identified in SOW Section C.3. The solution describe must address the following:

1. Demonstrate an understanding of the technical scope of tasks included in Section C.3 of the SOW.
2. Technical staffing proposal to meet task objectives.
3. Technical risks.
4. Candidate performance measurements and anticipated targets.
5. Quality management approach and issues.
6. Technical procedures required to maintain proficiency in systems
7. CLINS requiring clarification. Discuss issues and uncertainties that require further clarification.

The Offerer should organize this section to facilitate evaluation for each CLIN contained in Section C.3 of the SOW.

L.17 VOLUME III - BUSINESS/MANAGEMENT PROPOSAL

The Offeror must provide evidence that work will be accomplished as required and on schedule, utilizing all available resources. Simply stating that an Offeror understands and must comply with the specifications, or paraphrasing the specifications is inadequate as are phrases such as: "Standard procedures will be employed" and "Well-known techniques will be used."

The Business/Management Proposal, Volume III will consists of the following:

Business/Management Approach

L.17.1 Section A: Program Management Plan (PMP)

Each Offeror must develop and submit with their proposal a draft Program Management Plan (PMP) as described in SOW Section C.3.1.1.2 of the contract. In addition to addressing the PMP requirements listed in SOW Section C.3.1.1.2 the Offerer must consider the following guidance.

The PMP should describe an integrated, thoughtful, and effective approach for properly managing the work to be performed under this contract and should showcase the Offerors capabilities in this regard. The PMP provides the FAA a basis for reviewing and evaluating performance and for determining contractual compliance. The PMP may be presented in the Offerors format and will at a minimum address the topics identified in the NAIMES II SOW.

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L.17.2 Section B: Transition Plan

Each Offeror must provide a contract Transition Plan to demonstrate their transition to full performance under the contract. A process must be submitted as part of each Offerors proposal and the Plan will be incorporated into the contract in Section J at the time of contract award. Upon contract award, the Contractor must coordinate with the FAA and incumbent Contractor(s) to implement the approved Transition Plan. The objective of this plan is to describe the transition of support from the existing Contractor(s) to the Contractor for this effort. The plan must cover the period from NAIMES II contract award through the next five (5) months. During this period the current contract(s) and this contract will overlap. This transition plan must describe in detail an integrated and comprehensive approach for the transition effort from the existing contract(s) to this effort.

The Offerors Plan must address the following items:

1. Establish an orderly and effective process for transitioning the required services within five (5) months after contract award.
2. Demonstrate the ability to obtain required labor categories and skill levels and place them in the proper locations at the required times during the transition process.
3. Demonstrate the ability to coordinate effectively between key personnel, FAA personnel and key subcontractors, during the transition period.
4. Demonstrate the ability to transition functions and work efforts from the outgoing Contractor(s) to the new with minimal disruption, minimal impact on FAA operations and productivity, minimal duplication of effort, and minimal additional cost to the FAA.
5. Advise the FAA what types of information and assistance from the current Contractor(s) would be helpful in facilitating transition efforts.
6. Advise the FAA as to risks envisioned in the transition from one contract to another and how these risks will be mitigated.
7. Advise the FAA as to any other concerns, issues, etc. involved in the transition from the existing contract(s) to the follow-on contract.

L.17.3 Section C: Resumes

Provide a resume for key personnel who will work on the contract. Labor category descriptions are shown in Section H10. Resumes must include the proposed position, education, experience, background, accomplishments, and other pertinent information for each individual and must not exceed two (2) pages for each person.

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For proposed personnel who are not currently employed by the Offeror, a one-page, signed letter of intent from the prospective employee and a copy of the offer letter signed by both the company and prospective employee are required in addition to the resume. The letter of intent and offer letter do not count toward the page count limit.

Particular emphasis must be placed on past and present experience of all personnel proposed.

The following are designated key personnel:

- Program Manager
- Quality Assurance Manager
- Lead System Administrator

The Key Personnel resumes must emphasize past and present experience in the management and execution of contracts similar to the proposed effort.

L.18 VOLUME IV – PAST PERFORMANCE PROPOSAL

The FAA will conduct a Past Performance review of each Offerors proposal. Therefore, each Offeror must submit written information pertaining to relevant experience involving similar scope of work as addressed in Section C. The experience should reflect that which occurred during the government's Fiscal Year (FY) 03 - FY 08. Discuss relevant contract efforts successfully managed in the past 5 years. The Offeror must have participated in at least 3 contracts for Government organizations or agencies in the last 5 years.

Included should be a correct Government and/or industry point of contact, phone number, and facsimile number. A minimum of three contracts which demonstrate the Offerors past experience must be identified. The Offeror must also provide a supplemental list (with appropriate references, points of contact, total dollar value, performance period and a brief description) of all commercial and federal contracts (excluding small purchases) awarded to the Offeror within the past five (5) years (FY 03 - FY 08).

Each Offeror is required to provide the Past Performance Questionnaire, Attachment L-2, to points-of-contact for each contract referenced. A copy of the questionnaire must be sent to the Contracting Officer. Each of the Offerors references must complete the questionnaire and mail a hard copy directly to: FAA, Attn: Elisa Brown, AJA-48, 800 Independence Avenue, SW, Washington, D.C. 20591. **The completed questionnaire must be received by the FAA no later than the due date for the reception of proposals. Each Offeror is responsible for any follow-up required ensuring timely submission of completed questionnaires.**

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L.19 VOLUME V - PRICE PROPOSAL

The Price Proposal submitted by the Offeror must be in a separate, sealed package, plainly marked "**PRICE PROPOSAL**". Cost and pricing information must not be included in the technical proposal or Business/Management proposal. The pricing instructions are applicable to the prime contractor.

Unrealistically low proposed prices, whether submitted initially or subsequently, may be grounds for eliminating a proposal from competition on the basis that the Offeror does not understand the requirement.

Compute and complete Section B Supplies/Services & Price Cost. Other direct costs (ODC) as approved by the Government may include travel, computer and consultant services, equipment, supplies, and state and federal excise (transaction) taxes. If there are other direct costs, which differ from those as listed, the Offeror must identify and discuss the magnitude and annual costs it considers as other direct costs. The Offeror must list the annual projected general and administrative (G&A) rates that will apply to travel and ODCs.

If applicable, please provide your most recent forward pricing agreement with The Defense Contracting Agency (DCAA) along with your price proposal and the point of contact for your auditing agency.

The price proposal must include financial statements for each of the last three company fiscal years. If the statements have been audited, they must include the auditors' report. If the Offeror is a joint venture, then each firm that is a member of the joint venture must submit financial statements. It is not necessary to submit financial statements of proposed subcontractors.

Financial statements should include the following:

- Balance Sheets
- Profit and Loss Statements (Income Statements)
- Statements of Cash Flow
- Statements of Retained Earnings (Statements of Stockholders' Equity)

L.20 DISPOSITION OF UNSUCCESSFUL PROPOSALS

Proposals from unsuccessful Offerors will not be returned. The original proposal will be retained in the solicitation file and the remaining copies will be destroyed.

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**L.21 NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM
(NAICS) CODE**

The North American Industry Classification System (NAICS) code for this requirement is 541330, "Engineering Services".

THE REMAINDER OF THE PAGE IS INTENTIONALLY BLANK.

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ATTACHMENT L.-1 – BUSINESS DECLARATION FORM

1	Name of Firm _____	Tax Identification No _____
2	Address of Firm _____	
3	Telephone Number of Firm _____	
4	a Name of Person Making Declaration _____	
	b Telephone Number of Person Making Declaration _____	
	c Position Held in the Company _____	
5	Controlling Interest in Company ("X" all appropriate boxes)	
	<input type="checkbox"/> a Black American <input type="checkbox"/> b Hispanic American <input type="checkbox"/> c Native American <input type="checkbox"/> d Asian American	
	<input type="checkbox"/> e. Other Minority _____ <input type="checkbox"/> f Other (Specify) _____	
	<input type="checkbox"/> g. Female <input type="checkbox"/> h Male <input type="checkbox"/> i 8(a) Certified (Certification letter attached) <input type="checkbox"/> j Service Disabled Veteran Small Business	
6	Is the person identified in Number 4 above, responsible for day-to-day management and policy decision making, including but not limited to financial and management decisions?	
	<input type="checkbox"/> a Yes <input type="checkbox"/> b No (If "NO," provide the name and telephone number of the person who has this authority) _____	
7	Nature of Business (Specify all services/products (NAIC)) _____	
8	(a) Years the firm has been in business _____	(b) No of Employees _____
9	Type of Ownership <input type="checkbox"/> a Sole Ownership <input type="checkbox"/> b Partnership	
	<input type="checkbox"/> c Other (Explain) _____	
10	Gross receipts of the firm for the last three years	
	a 1 Year Ending _____	b 1 Gross _____
	a 2 Year Ending _____	b 2 Gross _____
	b 2 Gross Receipts _____	b 3 Gross Receipts _____
11	Is the firm a small business? <input type="checkbox"/> a Yes <input type="checkbox"/> b No	
12	Is the firm a service disabled veteran owned small business? <input type="checkbox"/> a Yes <input type="checkbox"/> b No	
13	Is the firm a socially and economically disadvantaged small business? <input type="checkbox"/> a Yes <input type="checkbox"/> b No	

I DECLARE THAT THE FOREGOING STATEMENTS CONCERNING
ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF I AM AWARE THAT I AM
SUBJECT TO CRIMINAL PROSECUTION UNDER THE PROVISIONS OF 18 USCS 1001

14 a Signature _____

b
Date _____

c Typed Name _____

d
Title _____

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ATTACHMENT L.-2 - PAST PERFORMANCE QUESTIONNAIRE

OFFEROR'S NAME:

The completion of part II of this questionnaire is requested from your agency/company in order that we may evaluate the aforementioned offeror's past performance on previous contracts as it related to the probability of successful accomplishment of the work required relative to the award of the contract by the Federal Aviation Administration.

For each question, please mark the appropriate performance level. For those responses meriting additional comment, please write one or two sentences in the open space adjacent to each question. Other comments may be made at the end as desired. Thank you for your help. Please mail or fax your response directly to:

FEDERAL AVIATION ADMINISTRATION
Attn: Elisa Brown, AJA-48
800 Independence Avenue, S.W.
Washington, DC 20591
Phone: (202) 267-3610

Please complete and mail this questionnaire no later than five working days after receipt.

THIS COMPLETED QUESTIONNAIRE MUST NOT BE RETURNED TO THE OFFEROR SHOWN ABOVE.

PART I
RELEVANT CONTRACT INFORMATION

Contractor/Division/Subcontractor:

Contract Number:

Contract Period of Performance:

Contract Type:

Dollar Value of the Contract:

Detailed description of work performed:

Subcontractor Names and description of work performed by the subcontract(s):

(Next page for Respondent Provided Information)

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PART II - PAST PERFORMANCE QUESTIONNAIRE

Agency Identification			
Name (evaluator's organization):			
Respondents Name/Phone Number:			
Contract Information			
Contractor (company being evaluated):			
Contract Number:			
Contract Type:	FFP	CPIF	CPAF
	CPFF	T&M	Other
Competitive:	Yes	No	
Follow-On:	Yes	No	
Period Of Performance:			
Initial Contract Value:			
Current Contract Value:			
Has this contract been partially or completely terminated for default or convenience?			
No	Yes	Default	Convenience
If yes, please explain.			
Product Description and or Service Provided:			

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PAST PERFORMANCE QUESTIONNAIRE (continued)

Please check the box next to the description, which best describes the contractors' performance on this contract. Use blank area below questions for any comments.

1. To what extent did the contractor adhere to contract delivery schedules?		
	Always met schedule	
	Occasionally had delays of less than 30 days	
	Experienced one or more delay of greater than 30 days	
	Never met schedule	
2. To what extent did the contractor submit required reports and documentation in a timely manner?		
	Considerably surpassed minimum requirements	
	Exceeded minimum requirements	
	Met minimum requirements	
	Less than minimum requirements	
3. To what extent were the contractor's reports and documentation accurate and complete?		
	Considerably surpassed minimum requirements	
	Exceeded minimum requirements	
	Met minimum requirements	
	Less than minimum requirements	
4. To what extent was the contractor able to solve contract performance problems without extensive guidance from government counterparts?		
	Considerably successful	
	Generally successful	
	Little success	
	No success	
5. To what extent did the contractor display initiative in meeting requirements?		
	Displayed considerable initiative	
	Displayed some initiative	
	Displayed little	
	Displayed no initiative	
6. Did the contractor commit adequate resources in timely fashion to the contract to meet the requirement and to successfully solve problems?		
	Provided abundant resources	
	Provided sufficient resources	
	Provided minimal resources	
	Provided insufficient resources	

SECTION L
INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

7. To what extent did the contractor submit change orders and other required proposals in a timely manner?		
	Considerably surpassed minimum requirements	
	Exceeded minimum requirements	
	Met minimum requirements	
	Less than minimum requirements	
8. To what extent did the Contractor's products fulfill contract requirements and customer expectations?		
	Considerably surpassed minimum requirements	
	Exceeded minimum requirements	
	Met minimum requirements	
	Less than minimum requirements	
9. To what extent did the Contractor's performance of services fulfill contract requirements and customer expectations?		
	Considerably surpassed minimum requirements	
	Exceeded minimum requirements	
	Met minimum requirements	
	Less than minimum requirements	
10. To what extent did the contractor respond positively and promptly to technical directions, contract change orders, etc.?		
	Considerably surpassed minimum requirements	
	Exceeded minimum requirements	
	Met minimum requirements	
	Less than minimum requirements	
11. To what extent was the contractor's maintenance and problem tracking/reporting documentation timely, accurate, and of appropriate content?		
	Considerably surpassed minimum requirements	
	Exceeded minimum requirements	
	Met minimum requirements	
	Less than minimum requirements	
12. To what extent was the contractor effective in interfacing with the government's staff?		
	Extremely Effective	
	Generally effective	
	Generally ineffective	
	Extremely ineffective	
13. How effective has the contractor been in identifying user requirements?		
	Extremely Effective	
	Generally effective	
	Generally ineffective	
	Extremely ineffective	

SECTION L
INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

14. What level of integration experience has the contractor demonstrated in the reconfiguration of government owned software, commercial software, and government-furnished hardware?		
	Considerably surpassed minimum requirements	
	Exceeded minimum requirements	
	Met minimum requirements	
	Less than minimum requirements	
15. To what extent was the maintenance and problem reporting/tracking documentation produced by the contractor's efforts satisfactory to the users?		
	Considerably surpassed minimum requirements	
	Exceeded minimum requirements	
	Met minimum requirements	
	Less than minimum requirements	
16. To what extent did the contractor coordinate, integrate, and provide for effective subcontractor management?		
	Considerably surpassed minimum requirements	
	Exceeded minimum requirements	
	Met minimum requirements	
	Less than minimum requirements	
17. If training was part of the contract, how well did the contractor perform in curriculum development and/or actual instruction?		
	Considerably surpassed minimum requirements	
	Exceeded minimum requirements	
	Met minimum requirements	
	Less than minimum requirements	
18. To what extent did the contractor provide timely technical assistance, both on-site and off site, when responding to problems encountered in the field?		
	Considerably surpassed minimum requirements	
	Exceeded minimum requirements	
	Met minimum requirements	
	Less than minimum requirements	
19. To what extent did the contractor achieve effective logistics support, i.e., replacement parts, personnel, etc.?		
	Considerably surpassed minimum requirements	
	Exceeded minimum requirements	
	Met minimum requirements	
	Less than minimum requirements	
20. To what extent did the contractor provide quality replacement parts?		
	Considerably surpassed minimum requirements	
	Exceeded minimum requirements	
	Met minimum requirements	
	Less than minimum requirements	

SECTION L
INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

21. To what extent did the contractor meet the repair/response times in the contract?		
	Considerably surpassed minimum requirements	
	Exceeded minimum requirements	
	Met minimum requirements	
	Less than minimum requirements	
22. Did this contract include a Help Desk? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, to what extent was the contractor responsive to users contacting the Help Desk for assistance?		
To what extent did the contractor meet the repair response times in the contract?		
	Considerably surpassed minimum requirements	
	Exceeded minimum requirements	
	Met minimum requirements	
	Less than minimum requirements	
23. To what extent did the contractor submit invoices in a timely and accurate manner?		
	Always	
	Most of the time	
	Some of the time	
	Seldom	
24. To what extent did the invoices provide sufficient detail so that the Government could accurately evaluate the level of work performed?		
	Always	
	Most of the time	
	Some of the time	
	Seldom	
25. To what extent did the Contractor's Cost Accounting and Performance Reporting provide accurate insight into Cost and Performance progress?		
	Always	
	Most of the time	
	Some of the time	
	Seldom	
26. To what extent did the Contractor deliver the product at the original agreed upon price?		
	Always	
	Most of the time	
	Some of the time	
	Seldom	

Additional Comments: